

**CITY OF ANNAPOLIS  
BUILDING BOARD OF APPEALS (BBOA)  
AGENDA  
MEETING DATE: MAY 24, 2011**

- Introduction of BBOA Members, Attorney, Recording Secretary
- Administrative Matters
- Swearing In of Witnesses
- Reading of Appeal Cases

1<sup>st</sup> Case - Douglas Shaw and Mae Hancock vs. City of Annapolis Department of Neighborhood & Environmental Programs

- *Applicant Presents Appeal*

Introduction of Applicant (*Include name and address*)

Definition of Appeal by BBOA Chair

Applicant presents case

Applicant presents exhibits

- *DNEP presents case*

Introduction of City Staff (*Include name and title*)

DNEP presents case with appropriate Code references.

DNEP presents exhibits

- Hearing Closed to Applicant and Witnesses
- BBOA discussion, vote, opinion if applicable.

***At any time, the Chair of the BBOA may interrupt a presentation  
due to time constraints.  
Please remain focused on the subject of the appeal  
as stated in the Appeal Application.***